

## INSTRUCTIONS FOR ORDERING FORMS SHELTER CARE & GROUP FOSTER HOMES

The majority of the forms and publications listed here are available from the DHFS/DCFS/BRL website [http://dhfs.wisconsin.gov/rl\\_dcfs/forms.htm](http://dhfs.wisconsin.gov/rl_dcfs/forms.htm) and may be reproduced as needed. If you do not have access to the Internet, or if the form or publication you want is not available online, contact your regional licensing office or complete a DMT-25 Forms/Publications Requisition. Indicate the form number and title and put your name and address in the "SHIP TO" area—this information must be provided in order for the request to be filled—and send the completed DMT-25 to the following address:

Department of Health and Family Services  
Division of Children and Family Services  
Forms Manager  
P.O. Box 8916  
Madison, WI 53708-8916

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<b><u>FORM #</u></b>	<b><u>FORM TITLE</u></b>
DMT-25	Forms/Publications Requisition
HFS-64	Background Information Disclosure
CFS-100A	ICPC Placement Request
CFS-100B	ICPC Report on Child's Placement Date or Change of Placement
PFS-101	It Shouldn't Hurt to be a Child
CFS-107	Foster Home Agreement Child Placed in Foster, Treatment Foster or Group Home
CFS-116	Foster Parent Insurance Program Claim of Loss or Damage ( <i>family-operated group foster homes only</i> )
CFS-117	Foster Parent Insurance Program Verification of Claim ( <i>family-operated group foster homes only</i> )
PFS-142	Understanding the Uniform Foster Care Rate ( <i>family-operated group foster homes only</i> )
CFS-297	Request for Exception
CFS-358	Licensing Checklist – Group Foster Homes for Children
CFS-361	Licensing Checklist – Shelter Care Facilities
CFS-367	Community Advisory Committee Documentation
CFS-379	Child Case Record Checklist - Group Foster Homes
CFS-383	Personnel Record Checklist - Group Foster Homes
CFS-384	Staff Health Report - Child Welfare Facilities
CFS-872A	Information for Foster Parents - Part A ( <i>family-operated group foster homes only</i> )
CFS-872B	Information for Foster Parents - Part B ( <i>family-operated group foster homes only</i> )
CFS-909	Fire Inspection - Group Foster Homes
DMT-974	Instructions for Completing Budget/Claim Forms to Recover Federal Foster Care Funds
DMT-975	Federal Reimbursement Budget – Schedule A
DMT-977	Operating Statement – Schedule B
DMT-978	Rate Computation Report – Schedule C
DMT-979	Physical Plant Utilization Square Footage Allocation – Schedule D
DMT-982	Allocation of Expenses by Function – Schedule E
PFS-2010	Foster/Treatment Foster and Family-Operated Group Home Insurance Program
CFS-2114	Continuing Education Record – Independent Reading / Video Viewing
CFS-2142	Staff Continuing Training Record - Child Welfare Programs
CFS-2146	Serious Incident Report
CFS-2198	Foster Parent Insurance Program Damage Claim Checklist
CFS-2261	Caregiver Background Check Substantially Related Investigation Report
CFS-2338	Medication Administration Record – Group Foster Homes for Children
CFS-2378	Policy / Procedure Checklist – Group Foster Homes for Children
CFS-2379	Medical Services Consent – Child Welfare Facilities
CFS-2380	Staff Orientation Requirements – Group Foster Homes
CFS-2381	Resident Orientation Requirements
CFS-2382A	Intake Information – Group Foster Home Resident
CFS-2382B	Intake Information– Group Foster Home Resident Under Age 6
CFS-2384	Fire Safety and Emergency Response Documentation – Group Foster Homes
CFS-2385	Fire Safety and Emergency Response Documentation – Shelter Care Facilities
PFS-4100	Personnel Requirements – Group Foster Homes for Children
DDE-6100	Client Rights Limitation or Denial Documentation